

R 161223Z JUL 02
FM CNO WASHINGTON DC//N1//
TO NAVADMIN
BT .. UNCLAS //N01610//
NAVADMIN 213/02
MSGID/GENADMIN/N1//
SUBJ/PERFORMANCE EVALUATION AND COUNSELING MANUAL//
REF/A/DOC/BUPERS/YMD:19950802//
REF/B/DOC/OPNAV/YMD:20000501//
NARR/REF A IS BUPERSINST 1610.10, NAVY PERFORMANCE EVALUATION
AND COUNSELING SYSTEM. REF B IS OPNAVINST 6110.1F, PHYSICAL
READINESS PROGRAM.//
RMKS/1. CNO HAS APPROVED RECOMMENDATIONS BROUGHT FORWARD
FROM THE PERFORMANCE EVALUATION AND COUNSELING WORKING
GROUP, OFFICER AND ENLISTED LEADERSHIP FROM THE FLEET CHARGED
WITH RECOMMENDING SUBSTANTIVE CHANGES TO ENHANCE OUR
PERFORMANCE EVALUATION SYSTEM. THESE CHANGES SUPPORT CNO'S
EMPHASIS ON COVENANT LEADERSHIP AND HIS CHARGE THAT ALL
LEADERS BE EVALUATED ON MISSION ACCOMPLISHMENT AND THEIR
RECORD IN GROWING AND DEVELOPING THE MEN AND WOMEN THEY ARE
PRIVILEGED TO LEAD. THE FOLLOWING CHANGES WILL BECOME
EFFECTIVE 31 AUG 02:
A. THE REQUIREMENT TO SUBSTANTIATE 5.0 GRADES IN THE
COMMENTS SECTION HAS BEEN REMOVED. THIS IS BEING DONE TO
PROVIDE REPORTING SENIORS ADDITIONAL FLEXIBILITY AND SPACE TO
FULLY DESCRIBE THE INDIVIDUAL'S PERSONAL QUALITIES AND TRAITS IN
CONJUNCTION WITH STRONG SUPPORTING COMMENTS ON ACTUAL
PERFORMANCE AND FUTURE POTENTIAL. IN SHORT, LEADERS WILL NOW
HAVE A BETTER OPPORTUNITY TO FULFILL THEIR KEY RESPONSIBILITY
TO ACCURATELY PERSONALIZE EACH EVALUATION FORM. DESIRED
RESULT: PERFORMANCE APPRAISALS WHICH SERVE AS A VALUABLE
FEEDBACK TOOL BENEFITING THE INDIVIDUAL AND AN IMPROVED
MEDIUM TO PROVIDE DETAILERS AND SELECTION BOARDS WITH THE
INSIGHT NEEDED TO ASSIGN AND EVALUATE AN INDIVIDUAL FOR
PROMOTION.
B. EFFECTIVE IMMEDIATELY, IT IS MANDATORY IN REPORTS ON
COMMANDING OFFICERS, OFFICERS, CHIEF PETTY OFFICERS, AND
LEADING PETTY OFFICERS, WHO ARE RESPONSIBLE FOR OFFICER AND
ENLISTED PERSONNEL TO COMMENT ON EFFORTS AND QUALITY OF
RESULTS IN FOSTERING A COMMAND AND WORKPLACE ENVIRONMENT
CONDUCTIVE TO THE GROWTH AND DEVELOPMENT OF PERSONNEL.
CONSIDER CONTRIBUTION TO PERSONNEL ADVANCEMENT, INCREASED
EDUCATIONAL OPPORTUNITIES, OVERALL CAREER DEVELOPMENT, AND
RESULTS OF RETENTION EXCELLENCE AWARD PROGRAMS. WHERE
APPROPRIATE, COMMENT SPECIFICALLY ON SUCCESSFUL EFFORTS IN
THE RETENTION OF JUNIOR OFFICERS AND ENLISTED.

C. THE "EQUAL OPPORTUNITY" TRAIT HAS BEEN CHANGED TO "COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY" ON FITREP AND EVAL FORMS IN ORDER TO BETTER REPRESENT NAVY RETENTION GOALS AND TO SUPPORT THE GROWTH AND DEVELOPMENT OF SUBORDINATES. PARTICULARLY FOR OFFICERS, CHIEF PETTY OFFICERS AND LEADING PETTY OFFICERS, THE INTENT IS TO ASSESS THE CONTRIBUTION OF THE INDIVIDUAL BEING EVALUATED TOWARD THE PERSONAL AND PROFESSIONAL DEVELOPMENT AND FAIR TREATMENT OF ASSIGNED PERSONNEL AS WELL AS THE OVERALL COMMAND CLIMATE. MARKS IN THIS BLOCK WILL NOW INCLUDE AN EVALUATION OF CONTRIBUTIONS TO HIGH RETENTION AND LOW ATTRITION. A MARK OF 4.0 WILL DOCUMENT AN ABOVE AVERAGE CONTRIBUTION TO POSITIVE RETENTION, LOW ATTRITION, EQUAL OPPORTUNITY, AND COMMAND/COMMUNITY INVOLVEMENT. A MARK OF 5.0 WILL RECOGNIZE EXCEPTIONAL PERFORMANCE IN IMPROVING RETENTION, REDUCING ATTRITION, LEADERSHIP IN EQUAL OPPORTUNITY, COMMUNITY INVOLVEMENT AND ACTIVITIES BENEFITING NAVY PERSONNEL AND THEIR FAMILIES.

D. A SUMMARY GROUP AVERAGE BLOCK HAS BEEN ADDED TO THE REPORTING SENIOR'S SIGNATURE BLOCK ON BOTH THE FITREP AND EVAL FORMS. IN ADDITION, A MEMBER TRAIT AVERAGE BLOCK HAS BEEN ADDED TO THE REPORTING SENIOR'S SIGNATURE BLOCK OF THE FITREP FORM. REPORTING SENIORS WILL ENSURE THE MEMBER'S TRAIT AVERAGE AND SUMMARY GROUP AVERAGE ARE HANDWRITTEN (UNTIL CHANGES TO NAVFIT AND EMPRS CAN BE EFFECTED) ON FITREP AND EVAL FORMS. BECAUSE THIS INFORMATION IS AVAILABLE TO AND USED BY SELECTION BOARDS, PERSONNEL SHOULD BE AWARE OF THE RELATIONSHIP BETWEEN THESE AVERAGES. IT WILL BE ADVANTAGEOUS TO HAVE THIS INFORMATION READILY AVAILABLE WHEN CONDUCTING POST-EVALUATION COUNSELING SESSIONS.

2. THE FOLLOWING TWO ADMINISTRATIVE FORM CHANGES WILL BE MADE AVAILABLE ON THE BUPERS WEB SITE.

A. IN ORDER TO ALIGN TERMINOLOGY WITH ACTUAL USE BY SELECTION BOARDS, THE TITLE OF THE FITREP/EVAL SUMMARY LETTER "REPORTING SENIOR'S AVERAGE" WILL BE CHANGED TO "SUMMARY GROUP AVERAGE" WITHOUT CHANGE IN THE WAY THE NUMBER FOR THIS BLOCK IS CALCULATED.

B. REF B MODIFIED THE REQUIREMENTS FOR GRADES IN THE MILITARY BEARING CATEGORY ON THE FITREP (BLOCK 35) AND EVAL (BLOCK 36). REPORTING SENIOR DISCRETION IS AUTHORIZED FOR TRAIT GRADE AND PROMOTION CATEGORY FOR THOSE INDIVIDUALS WITH LESS THAN THREE PHYSICAL FITNESS ASSESSMENT (PFA) FAILURES IN FOUR YEARS. AN OUTSTANDING OR EXCELLENT IS NO LONGER REQUIRED FOR A GRADE OF 5.0. IN ORDER TO GIVE COMMANDING OFFICERS SOME DISCRETION, THE REQUIREMENT TO BE "WITHIN ALL STANDARDS" IS NO LONGER IN EFFECT FOR A GRADE OF 3.0. THE STATEMENTS "WITHIN ALL STANDARDS" AND

"EXCELLENT OR OUTSTANDING PRT" HAVE BEEN DELETED FROM THE MILITARY BEARING 3.0 AND 5.0 SECTIONS, RESPECTIVELY.

3. ACTION: MAKE THE FOLLOWING PEN AND INK CHANGES TO REF A (THESE CHANGES WILL BE INCORPORATED IN THE NEXT FORMAL REVISION):

A. ANNEX A, PAGE A-8, IN THE EXPLANATION PARAGRAPH FOR BLOCKS 33-39; DELETE THE "EQUAL OPPORTUNITY" LINE ITEM BLOCK 34 (E7-O6) AND 35 (E1-E6) AND REPLACE WITH: "COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: PERFORMANCE IN THIS BLOCK WILL INCLUDE PERFORMANCE IN THE AREAS OF GROWTH AND DEVELOPMENT OF SUBORDINATES, EFFECTIVENESS IN INCREASING RETENTION AND LOWERING ATTRITION, VALUING DIVERSITY AND FOSTERING A POSITIVE OVERALL COMMAND CLIMATE. THE INTENT IS TO ASSESS THE MEMBER'S CONTRIBUTIONS TO RETENTION AND LOWERING ATTRITION AND THE EFFECT ACROSS THE COMMAND (IF APPLICABLE), NOT JUST IN THE PRESENT BILLET."

B. ANNEX A, PAGE A-8, IN THE EXPLANATION PARAGRAPH FOR BLOCKS 33-39; UNDER THE MILITARY BEARING/CHARACTER LINE ITEM BLOCK 35 (E7-O6) AND BLOCK 36 (E1-E6), DELETE MILITARY BEARING/CHARACTER LINE ITEM AND REPLACE WITH: "MILITARY BEARING/CHARACTER: THE MILITARY BEARING TRAIT HAS BEEN REVISED BY DELETING "WITHIN ALL STANDARDS" FROM THE 3.0 BLOCK AND "EXCELLENT OR OUTSTANDING PRT" FROM THE 5.0 BLOCK TO CONFORM WITH GUIDANCE CONTAINED IN OPNAVINST 6110.1F. REPORTING SENIOR DISCRETION IS AUTHORIZED FOR TRAIT GRADE AND PROMOTION CATEGORIES FOR LESS THAN THREE PFA FAILURES IN FOUR YEARS."

C. ANNEX A, PAGE A-16, IN THE SIGNATURE OF REPORTING SENIOR PARAGRAPH, AFTER THE LAST SENTENCE ADD THE FOLLOWING TWO PARAGRAPHS: "-SUMMARY GROUP AVERAGE BLOCK (FITREPS AND EVALS): REPORTING SENIORS WILL ENSURE THE MEMBER'S TRAIT AVERAGE AND THE SUMMARY GROUP AVERAGE ARE HANDWRITTEN ON FITREP AND EVAL FORMS. -MEMBER TRAIT AVERAGE BLOCK (FITREP ONLY): REPORTING SENIORS WILL ENSURE THE MEMBER'S TRAIT AVERAGE IS HANDWRITTEN ON FITREP FORMS."

D. ANNEX N, PAGE N-1, PARAGRAPH N-5, REPLACE BOLDED TITLE WITH "SUBSTANTIATION OF GRADES AND ADVERSE RECOMMENDATIONS." REPLACE FIRST SENTENCE WITH: "SPECIFICALLY SUBSTANTIATE ALL 1.0 GRADES, THREE 2.0 GRADES, OR A GRADE OF 2.0 IN BLOCK 34 (E7-O6) OR BLOCK 35 (E1-E6)." AFTER SECOND SENTENCE ("KEY COMMENTS BY BLOCK NUMBER...") INSERT THE FOLLOWING SENTENCE: "GENERAL COMMENTS ON THE REMAINDER OF THE EVALUATIVE BLOCKS ARE ENCOURAGED."

E. ANNEX N, PAGE N-1, PARAGRAPH N-6E, DELETE COMPLETELY.

F. ANNEX N, PAGE N-2, PARAGRAPH N-6I, DELETE COMPLETELY.

G. ANNEX N, PAGE N-2, PARAGRAPH N-6J, REPLACE PARAGRAPH WITH, "THE OBJECTIVE IS TO BE FACTUAL AND ACCURATE."

H. ANNEX N, PAGE N-3, PARAGRAPH N-11D, REPLACE WITH, "AN EXPLANATION IS REQUIRED FOR 1.0 GRADES, THREE GRADES OF 2.0 ON A REPORT, OR A GRADE OF 2.0 IN BLOCK 34 (E7-O6) OR BLOCK 35 (E1-E6). A THIRD PFA FAILURE IN 4 YEARS IS CONSIDERED ADVERSE AND REQUIRES A GRADE OF 1.0 IN MILITARY BEARING, A PROMOTION RECOMMENDATION OF SIGNIFICANT PROBLEMS, AND A "NOT RECOMMENDED FOR RETENTION" MARK ON THE EVALUATION REPORT AND COUNSELING RECORD (E1-E6)." THIS COMPLIES WITH REF B.

I. ANNEX N, PAGE N-4, PARAGRAPH N-12D, REPLACE WITH: "GROWTH AND DEVELOPMENT. ALL SUPERVISORS WILL BE EVALUATED ON GROWTH AND DEVELOPMENT OF THEIR PEOPLE, TO INCLUDE MENTORING, CAPITALIZING ON STRENGTHS, GOAL ACHIEVEMENTS, AND BUILDING LEADERSHIP SKILLS. ALL INDIVIDUALS WILL BE EVALUATED FOR POTENTIAL, ACHIEVEMENT OF SELF-ASSESSED GOALS, AND HOW THEY CONTRIBUTED TO MISSION ACCOMPLISHMENT. THOSE IN COMMAND WILL BE EVALUATED ON WHAT THEY HAVE DONE TO PROMOTE A POSITIVE COMMAND CLIMATE, PARTICULARLY IN THE GROWTH AND DEVELOPMENT OF SUBORDINATES."

J. ANNEX N, PAGE N-5, PARAGRAPH N-14A, DELETE COMPLETELY AND RENUMBER THE FOLLOWING PARAGRAPHS AS N-14A THROUGH N-14I.

4. TO ENSURE WIDEST DISSEMINATION OF THE FOREGOING CHANGES, THE FOLLOWING DRAFT POD/POW NOTE IS PROVIDED: "THE CNO HAS APPROVED RECOMMENDATIONS BROUGHT FORWARD FROM THE PERFORMANCE EVALUATION AND COUNSELING WORKING GROUP CONSISTING OF OFFICER AND ENLISTED LEADERSHIP FROM THE FLEET. THE FOLLOWING CHANGES BECOME EFFECTIVE 01 AUG 02:

A. THE REQUIREMENT TO SUBSTANTIATE 5.0 GRADES IN THE COMMENTS SECTION HAS BEEN REMOVED. THIS IS BEING DONE TO PROVIDE REPORTING SENIORS ADDITIONAL FLEXIBILITY AND SPACE TO FULLY DESCRIBE AN INDIVIDUAL'S PERSONAL QUALITIES AND TRAITS IN CONJUNCTION WITH STRONG SUPPORTING COMMENTS ON ACTUAL PERFORMANCE AND FUTURE POTENTIAL. IN SHORT, LEADERS WILL NOW HAVE A BETTER OPPORTUNITY TO FULFILL THEIR KEY RESPONSIBILITY TO ACCURATELY PERSONALIZE EACH EVALUATION FORM. DESIRED RESULT: PERFORMANCE APPRAISALS WHICH SERVE AS A VALUABLE FEEDBACK TOOL BENEFITING THE INDIVIDUAL AND AN IMPROVED MEDIUM TO PROVIDE DETAILERS AND SELECTION BOARDS WITH THE INSIGHT NEEDED TO ASSIGN AND EVALUATE AN INDIVIDUAL FOR PROMOTION.

B. THE "EQUAL OPPORTUNITY" TRAIT HAS BEEN CHANGED TO "COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY" ON FITREP AND EVAL FORMS IN ORDER TO BETTER REPRESENT CURRENT NAVY RETENTION GOALS AND SUPPORT THE PERSONAL AND PROFESSIONAL DEVELOPMENT OF SUBORDINATES.

C. A SUMMARY GROUP AVERAGE HAS BEEN ADDED TO BOTH THE FITREP AND EVAL FORMS AND A MEMBER TRAIT AVERAGE BLOCK HAS

BEEN ADDED TO THE FITREP. THIS INFORMATION IS AVAILABLE TO AND USED BY SELECTION BOARDS AND WILL BE USED TO CONDUCT POST-EVALUATION COUNSELING SESSIONS.

D. THE MILITARY BEARING TRAIT HAS BEEN REVISED BY DELETING "WITHIN ALL STANDARDS" FROM THE 3.0 BLOCK AND "EXCELLENT OR OUTSTANDING PRT" FROM THE 5.0 BLOCK IN ORDER TO COMPLY WITH CHANGES MADE TO THE PHYSICAL READINESS INSTRUCTION.

E. FOR MORE INFORMATION ON THESE CHANGES YOU CAN GO TO WWW.BUPERS.NAVY.MIL AND READ CNO NAVADMIN [COMM CENTER PLEASE FILL IN NAVADMIN NUMBER PRIOR TO RELEASE].

5. POINT OF CONTACT FOR POLICY IS CDR BILL HARRIS, (901) 874-4731/DSN 882, OR E-MAIL: P334@PERSNET.NAVY.MIL; FOR OPERATIONS, MS. MICHELE ADAMS, (901) 874-3317/DSN 882, OR E-MAIL: P311@PERSNET.NAVY.MIL; FOR CUSTOMER SERVICE DESK, (901) 874-3313/3316/DSN 882, OR FAX (901) 874-2761/DSN 882.

6. FILE THIS NAVADMIN WITH REF A.

7. RELEASED BY VADM NORB RYAN, JR., N1.// BT #0623